
Yeoman Second Class Performance Qualifications Guidance Handbook



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PERFORMANCE QUALIFICATION GUIDANCE HANDBOOK

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QUESTIONS ABOUT THIS TEXT SHOULD BE
ADDRESSED TO THE SUBJECT MATTER SPECIALIST
FOR THE YEOMAN RATING.

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Pay and Personnel

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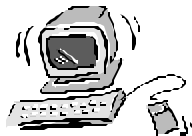
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NOTICE TO STUDENTS

Purpose This training manual is to assist you in the completion of your YN2 performance qualifications listed in the Enlisted Qualifications Manual, COMDTINST M1414.8 (Series). You should remember that this handbook is a guide toward the completion of the performance qualifications. Complete professional development is YOUR responsibility.

Training Material Only This text is for **TRAINING PURPOSES ONLY**. It is **NOT** to be used in the place of official directives or other publications.

Completion of Quals Test COQT Upon completion of your Performance Qualifications you will need to pass a Completion of Qualifications Test (COQT). **The COQT questions will follow a multiple-choice format, which will test you on the basic points of knowledge covered in this handbook.** You must receive a score of 90 percent on the COQT to successfully complete the course.

Required completion dates In addition to the time in paygrade requirement, you are required to complete your performance qualifications and pass the COQT no later than the dates indicated below in order to qualify for participation in the Service Wide Exam:

Service Wide Exam

MAY
OCT (Reserve)
NOV

Quals/Test Completion

1 February
30 June
1 August

Refer to [Chapter 5.C](#) of the Personnel Manual for further clarification or additional requirements.

Performance Qualifications Check Lists

Introduction To compete in the Service Wide Exam (SWE) you must have the required Performance Qualifications (quals) signed off by your supervisor **and then** pass the Completion of Qualifications Test (COQT). This handbook will assist you and your supervisor to ensure that you have a common understanding of each qual's intent. The Performance Qualification checklist is designed to ensure universal proficiency in each qual. In other words, all YN's are doing the same work and have the same basic knowledge/skill in order to get each qual signed. The checklists are a break down of each element of an individual performance qualification. These checklists may seem extensive, but should significantly improve your understanding of each qual. Having a better understanding of each qual will prepare you for the COQT and SWE.

Answers are not provided in this handbook due to the fluid nature of the human resources field. The policies and instructions, which govern the "hows and whys" of the personnel system, are constantly changed and updated. A more traditional course with questions and feedback would be outdated all to soon. This course is meant to assist you and your supervisor with the completion of your yeoman performance qualifications. The absence of content requires the use of references and ensures each member is studying current policies and procedures.

Many of the Performance Qualifications require you to "Counsel" a member on policies, entitlements, and procedures. In order to provide counseling you must first have a good understanding on the topic. Even though we now have applications that to some extent automatically produce the end result, the need to understand the underlying purposes and procedures are necessary to be able to counsel the member.

USING THIS HANDBOOK

YNSMS Web site

This handbook is available through the Internet from the YNSMS web site. When viewing the electronic version of this handbook any word or words you see in color indicate a "hyper-link". If you see YNSMS in color and you are viewing it while online, you can click on YNSMS to access the Yeoman Subject Matter Specialist web site where additional guidance, online references, and various practice scenarios are available for downloading. Many of the references listed are also available online and for your convenience have been "hyper-linked" throughout this handout.

For those viewing this handbook in hardcopy form the web address is: <http://www.uscg.mil/hq/tcpet/tpf/ynsms/ynsms.htm> . The online resources listed in the handbook can also be accessed directly from the YNSMS web site.

References

The references listed in the handbook are current as of the day of development. The location of subject matter may change. An instruction can be added to a manual, a subject can move locations within a directive or move from one manual to another, and a new directive can combine or cancel preexisting ones. Staying current with changes is important in properly performing your everyday duties. Please make any pen and ink changes necessary to the references in this handbook. Frequently review the YNSMS web site for any posted changes. If you become aware of any change that is not posted on the web site, please call or e-mail the YNSMS.

Performing the qual

Some performance qualifications require just that - "performance". When a skill is required to be performed in order to meet the requirements of a qual you must obtain the necessary scenario(s) whether "real" or "practice", from your supervisor. This handbook was developed to aid you and your supervisor not to hinder the supervisor's mentoring or teaching. As an assist to you and your supervisor, optional handouts/practice scenarios are available from the YNSMS web site.

**Member's
Narrative**

This section allows you to demonstrate your understanding of a qual by writing down the correct response. Write clearly. Your supervisor needs to understand your narrative in order to sign-off your performance qualifications and you need to understand your narrative to study for the COQT. If you downloaded the electronic version of this handbook from the internet you have the option of typing your narrative directly on to the page.

**Supervisor's
Comments**

As stated earlier, some performance qualifications require you to demonstrate your skill at performing a task. The "Supervisor's Comments/Direction" block is used for your supervisor to write comments or give you information/directions on what is expected of you to complete the indicated performance.

Additional Notes Some questions may require lengthier narratives than others. If you need more room than is provided you may write in the margins. Also, at the end of each element of a performance qualification an additional page for notes has been added.

**Open Book
Test**

The YN2 COQT is an open book test. The only material you may use during the test is this handbook. Your name must be on the cover and shown to the test proctor upon entering the testing area. No other reference material will be allowed during the testing process.

**Performance
Qualification
Sign Off**

When you have completed all portions of a qual, have your supervisor complete the appropriate sections of your Record of Performance Qualifications (CG-3303C-23), provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and routed through proper administrative channels prior to the completion cut-off dates (see page iv) to ensure eligibility for the Service Wide Exam. This statement will be repeated to you upon completion of each element of a performance qualification.

Additional Notes Page

Career Sea Pay A.5.01-A

Performance Counsel members on eligibility entitlement and procedures

Qualification associated with Career Sea Pay.

References [CG Pay Manual](#), Chapter 4, Section B
 [Pay and Personnel Procedures Manual](#), Chap 5, Sec C
 [Pay and Personnel Procedures Manual](#), Appendix C

Knowledge/Skill	Member's Narrative
Who is eligible to receive Career Sea Pay, and what conditions must exist?	
What is the definition of a Career Sea Pay eligible vessel?	
Define the term Cumulative Sea Duty.	
During what periods is a member NOT entitled to Career Sea Pay?	

Career Sea Pay A.5.01-A, continued

Knowledge/Skill	Member's Narrative
What effect does leave have on sea duty?	
What effect does TAD have on sea duty?	
What effect does deductible time have on sea duty?	
<p>Compute a member's sea duty under the following conditions:</p> <ul style="list-style-type: none"> • Prior Sea Duty • Leave • TDY • Deductible Time <p>See Additional Guidance for a step-action procedure workbook for computing Career Sea Pay</p>	<p>Supervisor's Comments/Direction</p>

Additional Notes Page

Career Sea Pay A.5.01-A, continued

Additional Guidance

A step-action [procedure workbook](#) for computing Career Sea Duty can be found on the [YNSMS](#) web site's [Resources Online](#) page.

Section completion verification

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off

Once you've completed the entire A.5.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Career Sea Pay Premium A.5.01-B

Performance Counsel members on eligibility entitlement and procedures
Qualification associated with Career Sea Pay Premium.

References [CG Pay Manual](#), Chapter 4, Section C

Knowledge/Skill	Member's Narrative
Who is eligible to receive Career Sea Pay Premium, and what conditions must exist?	
Career Sea Pay Premium is subject to what taxes?	
What is meant by the term "Neutral Time?"	

Career Sea Pay Premium A.5.01-B, continued

Knowledge/Skill	Member's Narrative
List the possible "Neutral Time" periods.	

Career Sea Pay Premium A.5.01-B, continued

Knowledge/Skill	Member's Narrative
What periods would reset the consecutive sea time counter?	
<p>Compute the start date of a member's Career Sea Pay Premium under the following conditions:</p> <ul style="list-style-type: none"> • Prior Sea Duty • Neutral Time • TDY <p>See Additional Guidance for a step-action Procedures workbook for computing Career Sea Pay Premium.</p>	Supervisor's Comments/Direction

Additional Notes Page

Career Sea Pay Premium A.5.01-B, continued

Additional Guidance

A step-action [procedure workbook](#) for computing Career Sea Pay Premium can be found on the [YNSMS](#) web site's [Resources Online](#) page.

Section completion verification

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off

Once you've completed the entire A.5.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Hostile Fire or Imminent Danger Pay (HFPAY) A.5.01-C

Performance Counsel members on eligibility entitlement and procedures
Qualification associated with Hostile Fire or Imminent Danger Pay (HFPAY).

References [CG Pay Manual](#), Chapter 4, Section H

Knowledge/Skills	Member's Narrative
A member eligible to receive HFPAY will be paid for what periods of an entitlement month?	
Under what circumstances is a member entitled to HFPAY when they are not in a "designated area"?	

Hostile Fire or Imminent Danger Pay A.5.01-C, continued

Knowledge/Skill	Member's Narrative
What effect does hospitalization have on entitlement to HFPAY?	
Who determines eligibility for HFPAY?	

Hostile Fire or Imminent Danger Pay A.5.01-C, continued

Knowledge/Skills	Member's Narrative
When a member is in a non-pay status, what effect does this have on HFPAY?	

Additional Notes Page

Hostile Fire or Imminent Danger Pay A.5.01-C, continued

Additional Guidance Areas designated as HFPAY areas are constantly changing. Be sure to check the most updated listing prior to recommending HFPAY as an entitlement.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off Once you've completed the entire A.5.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Hardship Duty Pay for Location (HDP-Location) A.5.01-D

Performance Counsel members on eligibility entitlement and procedures
Qualification associated with Hardship Duty Pay for Location (HDP-Location)
(*formally known as Foreign Duty Pay (FORDU PAY)*).

References [CG Pay Manual](#), Chapter 4, Section A

Knowledge/Skill	Member's Narrative
Who is entitled to Hardship Duty Pay for Location?	
What effect does Career Sea Duty have on Hardship Duty Pay for Location?	

Hardship Duty Pay for Location A.5.01-D, continued

Knowledge/Skill	Member's Narrative
What effect does a member's legal residence have on Hardship Duty Pay for Location?	
What circumstances not already listed would make a member ineligible for Hardship Duty Pay for Location?	

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Hardship Duty Pay for Location A.5.01-D, continued

Additional Guidance	Areas designated as HDP-Location areas are subject to change. Be sure to check the most updated listing prior to recommending HDP-Location as an entitlement.
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Section completion verification	Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.
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Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off	Once you've completed the entire A.5.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.
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Special Duty Assignment Pay (SDAP) A.5.01-E

Performance Counsel members on eligibility entitlement and procedures
Qualification associated with Special Duty Assignment Pay (SDAP) .

References [Special Duty Assignment Pay \(SDAP\), COMDINST 1430.10](#) (series)
[CG Pay Manual](#), Chapter 4, Section I

Knowledge/Skills	Member's Narrative
What is the purpose of SDAP?	
How many payments is a member entitled to receive at one time?	

Special Duty Assignment Pay A.5.01-E, continued

Knowledge/Skill	Member's Narrative
When does a member's entitlement to SDAP begin?	
Under what circumstances, would SDAP be terminated?	

Special Duty Assignment Pay A.5.01-E, continued

Knowledge/Skill	Member's Narrative
What effect does TDY have on SDAP	

Additional Guidance

SDAP amounts are reviewed annually. Ensure you know the current SDAP level and amount prior to counseling a member.

Section completion verification

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off

Once you've completed the entire A.5.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

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Unauthorized Absence A.5.02-A

Performance Qualification Complete the necessary documentation for Unauthorized Absence.

References [Pay and Personnel Procedures Manual, Chap 10, Sec B](#)
[Personnel Manual, Chap 8, Sec C](#)

Knowledge/Skill	Member's Narrative
Who determines what action is necessary when a member is in an unauthorized absence status for less than 24 hour?	
When a member has been in an unauthorized status for over 24 hours, and depending on the member's status, (i.e. TDY, PCS en route, etc.) what action must take place?	
What additional action is necessary when the member is an officer?	

Unauthorized Absence A.5.02-A, continued

Knowledge/Skill	Member's Narrative
<p>When a member has been in a UA status for 10 days, what action must take place and what possible effects will this have on their dependents?</p>	

Unauthorized Absence A.5.02-A, continued

Knowledge/Skill	Member's Narrative
What possible actions are required if unauthorized absence occurs at the time of sailing?	

Unauthorized Absence A.5.02-A, continued

Knowledge/Skill	Supervisor's Comments/Direction
<p>Using a scenario provided by your supervisor, complete the necessary documentation for a member in a UA status or, for a member who has returned from UA.</p>	

Additional Notes Page

Unauthorized Absence A.5.02-A, continued

Additional Guidance	Additional action is required if a member's length of unauthorized absence results in the member being administratively declared a deserter.
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Supervisor's name/signature	Unite	Date

Section completion verification	Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.
Performance Qualification Sign Off	Once you've completed the entire A.5.02 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Civil Arrest/Conviction A.5.02-B

Performance Qualification Complete the necessary documentation for civil arrest/conviction.

References [Personnel Manual, Chap 8, Sec B](#)
 [Pay and Personnel Procedures Manual, Chap 10, Sec B](#)
 [CG Military Personnel Security Program, Chap 2](#)

Knowledge/Skill	Member's Narrative
What paperwork is required to report a civil arrest of a member?	
Where would one find guidance for completing the necessary paperwork?	

Civil Arrest/Conviction A.5.02-B, continued

Knowledge/Skill	Member's Narrative
What additional action should take place when a member is under 21 years of age?	

Civil Arrest/Conviction A.5.02-B, continued

Knowledge/Skill	Member's Narrative
List all possible reports and when they must be submitted to the appropriate authority.	

Civil Arrest/Conviction A.5.02-B, continued

Knowledge/Skill	Supervisor's Comment/Direction
Using a scenario provided by your supervisor, complete the necessary documentation for a member's civil arrest/conviction.	

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Civil Arrest/Conviction A.5.02-B, continued

Additional Guidance

[Chapter 7 in the Personnel Manual](#) covers the policy concerning granting leave in connection with civil arrest.

Section completion verification

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off

Once you've completed the entire A.5.02 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

NJP Proceedings A.5.02-C

Performance Complete the necessary documentation for non-judicial punishment
Qualification (NJP) proceedings.

References [Military Justice Manual, Chapter 1](#)
 [Personnel Manual, Chap 8, Sec B](#)
 [Pay and Personnel Procedures Manual, Chap 10, Sec B](#)

Knowledge/Skill	Member's Narrative
What process takes place to determine if NJP proceedings will be initiated?	
List all paperwork required for NJP proceedings?	

NJP Proceedings A.5.02-C, continued

Knowledge/Skill	Member's Narrative
What is the disposition of the paperwork when a member is awarded NJP?	

NJP Proceedings A.5.02-C, continued

Knowledge/Skill	Member's Narrative
What action is required when a member appeals NJP?	

NJP Proceedings A.5.02-C, continued

Knowledge/Skill	Member's Narrative
What effect does NJP have on a member's good conduct, and what action is required to create this effect?	

NJP Proceedings A.5.02-C, continued

Knowledge/Skill	Supervisor's Comments/Direction
Using a scenario provided by your supervisor, complete the necessary documentation for a member awarded NJP.	

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NJP Proceedings A.5.02-C, continued

Additional Guidance

The part of the NJP documentation most commonly found in error is the one recording previous offenses of the member. If there are none, state so. Ensure all paperwork is properly completed prior to disposition.

Section completion verification

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off

Once you've completed the entire A.5.02 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Selective Reserve Enlisted Bonus A.5.03-A

Performance Calculate and Counsel members on Selective Reserve Enlisted
Qualification Bonuses.

References [Selected Reserve \(SELRES\) Enlisted Bonus Programs](#), COMDTINST 7220.1 (series)

Knowledge/Skill	Member's Narrative
Briefly describe the four SELRES Enlisted Bonus Programs.	

Selective Reserve Enlisted Bonus A.5.03-A, continued

Knowledge/Skill	Member's Narrative
List the eligibility criteria for the SELRES Reenlistment/Extension Bonus Program.	

Selective Reserve Enlisted Bonus A.5.03-A, continued

Knowledge/Skill	Member's Narrative
List the eligibility criteria for the SELRES Enlistment Bonus Program.	

Selective Reserve Enlisted Bonus A.5.03-A, continued

Knowledge/Skill	Member's Narrative
List the eligibility criteria for the SELRES Affiliation Bonus Program.	

Selective Reserve Enlisted Bonus A.5.03-A, continued

Knowledge/Skill	Member's Narrative
List the eligibility criteria for the SELRES Prior Service Enlistment Bonus Program?	

Selective Reserve Enlisted Bonus A.5.03-A, continued

Knowledge/Skill	Supervisor's Comments/Direction
Using a scenario provided by your supervisor, calculate the bonus from any one of the four programs.	

Selective Reserve Enlisted Bonus A.5.03-A, continued

Knowledge/Skill	Supervisor's Comments/Direction
Using a scenario provided by your supervisor, calculate the recoupment of a bonus from any one of the four programs.	

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Selective Reserve Enlisted Bonus A.5.03-A, continued

Additional Guidance	SELRES Bonus levels and amounts are subject to change. Ensure you know the current levels and amounts prior to counseling a member.
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Section completion verification	Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.
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Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off	Once you've completed the entire A.5.03 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.
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Active Duty Reenlistment Bonus A.5.03-B

Performance Calculate and Counsel members on Active Duty Reenlistment
Qualification Bonuses.

References [Reenlistment Bonus Programs Administration](#), COMDTINST 7220.33 (series)
 [CG Pay Manual](#), Chap 4, COMDTINST M722029 (Series)
 Most current SRB panel results ALCOAST

Knowledge/Skill	Member's Narrative
What is the objective of the Selective Reenlistment Bonus (SRB) Program?	
What events require a member be counseled on the SRB programs?	

Active Duty Enlisted Bonus A.5.03-B, continued

Knowledge/Skill	Member's Narrative
List the eligibility criteria for a Zone A Bonus.	

Active Duty Enlisted Bonus A.5.03-B, continued

Knowledge/Skill	Member's Narrative
List the eligibility criteria for a Zone B Bonus.	

Active Duty Enlisted Bonus A.5.03-B, continued

Knowledge/Skill	Member's Narrative
List the eligibility criteria for a Zone C Bonus.	

Active Duty Enlisted Bonus A.5.03-B, continued

Knowledge/Skill	Member's Narrative
Under what circumstances can a member "lock into" an SRB more than 3 months prior to their expiration of enlistment date?	

Active Duty Enlisted Bonus A.5.03-B, continued

Knowledge/Skill	Member's Narrative
Name the prior extension obligations that can be cancelled for a longer extension without any loss of SRB entitlement?	
What is the current maximum bonus paid amount?	

Active Duty Enlisted Bonus A.5.03-B, continued

Knowledge/Skill	Member's Narrative
Indicate the significance of a member's 6 th and 10 th year active service anniversary dates?	

Active Duty Enlisted Bonus A.5.03-B, continued

Knowledge/Skill	Supervisor's Comments/Direction
Using a scenario provided by your supervisor, and a current SRB multiple message, calculate a Zone A or B bonus.	

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Active Duty Enlisted Bonus A.5.03-B, continued

Additional Guidance

SRB multiples and eligible ratings change as service needs dictate. Ensure you know the current SRB multiples and rates prior to counseling a member.

Section completion verification

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off

Once you've completed the entire A.5.03 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Active Duty Identification Cards A.5.04-A

Performance Counsel member on eligibility, entitlements, and procedures for
Qualification obtaining an Active Duty Armed Forces Identification Card.

References [Personnel and Pay Procedures Manual, Appendix B](#)
 [Personnel and Pay Procedures Manual, Chap 5](#), Section D

Knowledge/Skill	Member's Narrative
Where can a member obtain an Armed Forces I.D. Card?	
Who is eligible for an Active Duty I.D. Card?	

Active Duty Identification Cards A.5.04-A, continued

Knowledge/Skill	Member's Narrative
List the purposes of the Active Duty I.D. Card, along with the basic entitlement.	

Active Duty Identification Cards A.5.04-A, continued

Knowledge/Skill	Member's Narrative
How would you determine the expiration dates of an Enlisted/Officer Active Duty I.D. Cards?	
What information is listed on an Active duty I.D. Card?	

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Active Duty Identification Cards A.5.04-A, continued

Additional Guidance

Refer to the Personnel & Pay Procedures Manual for circumstances involving manual I.D. card issuance.

Section completion verification

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off

Once you've completed the entire A.5.04, qual have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Dependent Identification Cards A.5.04-B

Performance Counsel member on eligibility, entitlements, and procedures for
Qualification obtaining a Dependent Armed Forces Identification Card.

References [Personnel Manual, Chap 18.C](#)
 [Personnel and Pay Procedures Manual, Appendix B](#)
 [Personnel and Pay Procedures Manual, Chap 5, Section B](#)

Knowledge/Skill	Member's Narrative
Explain the Cross-Serving Agreement regarding Dependent I.D. Cards?	

Dependent Identification Cards A.5.04-B, continued

Knowledge/Skill	Member's Narrative
List persons (including non-dependents) eligible for a Dependent I.D. Card (DD-Form 1173).	

Dependent Identification Cards A.5.04-A, continued

Knowledge/Skill	Member's Narrative
<p>List persons (including non-dependents) eligible for a Dependent I.D. Card (DD-Form 1173).</p> <p>(continued)</p>	

Dependent Identification Cards A.5.04-B, continued

Knowledge/Skill	Member's Narrative
Regarding eligibility, what is the significance for a dependent child when they reach 10, 21, & 23 years of age?	

Dependent Identification Cards A.5.04-B, continued

Knowledge/Skill	Member's Narrative
List the most common expiration dates used for a Dependent I.D. Card.	

Dependent Identification Cards A.5.04-B, continued

Knowledge/Skill	Member's Narrative
What circumstances would prompt the need for a person to surrender a Dependent I.D. Card?	

Dependent Identification Cards A.5.04-B, continued

Knowledge/Skill	Member's Narrative
What circumstances would require HRSIC to verify Dependent I.D. Card eligibility?	

Dependent Identification Cards A.5.04-B, continued

Knowledge/Skill	Member's Narrative
In addition to their Reserve Family Member Identification Card, what else does a dependent need to possess in order to be authorized benefits?	

Additional Notes Page

Dependent Identification Cards A.5.04B, continued

Additional Guidance	Ensure you have the proper substantiating documents when validating eligibility or forwarding for approval to HRSIC.
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Section completion verification	Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.
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Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off	Once you've completed the entire A.5.04 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.
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Selective Reserve Identification Cards A.5.04-C

Performance Counsel member on eligibility, entitlements, and procedures for
Qualification obtaining an Selective Reserve Armed Forces Identification Card.

References [Personnel and Pay Procedures Manual, Appendix B](#)
[Personnel and Pay Procedures Manual, Chap 5](#), Section D

Knowledge/Skill	Member's Narrative
Who may be issued a Selective Reserve I.D. Card?	

Selective Reserve Identification Cards A.5.04-C, continued

Knowledge/Skill	Member's Narrative
The Selective Reserve I.D. Card authorizes what privileges?	

Additional Notes Page

Selective Reserve Identification Cards A.5.04-C, continued

Additional Guidance	Refer to the Personnel & Pay Procedures Manual for circumstances involving manual I.D. card issuance.
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Section completion verification	Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.
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Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off	Once you've completed the entire A.5.04 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.
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Retired Identification Cards A.5.04-D

Performance Counsel member on eligibility, entitlements, and procedures for
Qualification obtaining a Retired Armed Forces Identification Card.

References [Personnel and Pay Procedures Manual, Appendix B](#)
[Personnel and Pay Procedures Manual, Chap 5](#), Section D

Knowledge/Skill	Member's Narrative
Who may be issued a Retired I.D. Card?	
What documentation is required to verify eligibility for a Retired I.D. Card?	

Retired Identification Cards A.5.04-D, continued

Knowledge/Skill	Member's Narrative
What is expiration date of normal Retired I.D. Card?	
What is expiration date of the initial issue of a member's Retired I.D. Card when they are placed on the Temporary Disability Retired List (TDRL)?	

Additional Notes Page

Retired Identification Cards A.5.04-D, continued

Additional Guidance	Refer to the Personnel & Pay Procedures Manual for circumstances involving manual I.D. card issuance.
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Section completion verification	Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.
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Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off	Once you've completed the entire A.5.04 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.
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Deductible Time for Creditable Service A.5.05-A

Performance Qualification Calculate deductible time for Creditable Service.

References [Personnel and Pay Procedures Manual, Appendix C](#)
[CG Pay Manual, Chap 2](#)

Knowledge/Skill	Member's Narrative
List the time periods/circumstance that would constitute deductible time.	

Deductible Time for Creditable Service A.5.05-A, continued

Knowledge/Skill	Member's Narrative
<p>List the time periods/circumstances that would constitute deductible time.</p> <p>(continued)</p>	

Deductible time for Creditable Service A.5.05-A, continued

Knowledge/Skill	Member's Narrative
<p data-bbox="224 323 576 489">Using the following unauthorized absence periods, list the days that are deductible.</p> <ul data-bbox="224 541 576 758" style="list-style-type: none"><li data-bbox="224 541 576 625">• Departed on UA at 1600, 10 May 2000<li data-bbox="224 632 576 758">• Returned from UA at 0900, 15 May 2000	

Deductible Time for Creditable Service A.5.05-A, continued

Knowledge/Skill	Supervisor's Comments/Direction
<p data-bbox="110 302 462 470">Given a scenario, calculate deductible time for Creditable Service.</p> <p data-bbox="110 520 462 695">See Additional Guidance for practice scenarios available from the YNSMS web site.</p>	

Additional Notes Page

Deductible Time for Creditable Service A.5.05-A, continued

Additional Guidance [Practice scenarios](#) for computing Deductible Time for Creditable Services can be found on the [YNSMS](#) web site's [Resources Online](#) page.

Section completion verification Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off Once you've completed the entire A.5.05 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Deductible Time for Active Duty Base Date A.5.05-B

Performance Qualification Calculate deductible time for Active Duty Base Date.

References [Personnel and Pay Procedures Manual, Appendix C](#)
[CG Pay Manual, Chap 2](#)

Knowledge/Skill	Supervisor's Comments/Direction
Given a scenario, calculate deductible time for Active Duty Base Date. See Additional Guidance for practice scenarios from the YNSMS web site.	

Additional Notes Page

Deductible Time for Active Duty Base Date A.5.05-B,continued

Additional Guidance

[Practice scenarios](#) for computing Deductible Time for Active Duty Base Date can be found on the [YNSMS](#) web site's [Resources Online](#) page.

Section completion verification

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off

Once you've completed the entire A.5.05 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Deductible Time for Pay Base Date A.5.05-C

Performance Qualification Calculate deductible time for Pay Base Date.

References [Personnel and Pay Procedures Manual, Appendix C](#)
[CG Pay Manual, Chap 2](#)

Knowledge/Skill	Supervisor's Comments/Direction
Given a scenario, calculate deductible time for Pay Base Date. See Additional Guidance for practice scenarios from the YNSMS web site.	

Additional Notes Page

Deductible Time for Pay Base Date A.5.05-C, continued

Additional Guidance

[Practice scenarios](#) for computing Deductible Time for Pay Base Date can be found on the [YNSMS](#) web site's [Resources Online](#) page.

Section completion verification

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off

Once you've completed the entire A.5.05 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Deductible Time for Expiration of Enlistment A.5.05-D

Performance Qualification Calculate deductible time for Expiration of Enlistment.

References [Personnel and Pay Procedures Manual, Appendix C](#)
[CG Pay Manual, Chap 2](#)

Knowledge/Skill	Supervisor's Comments/Direction
Given a scenario, calculate deductible time for Expiration of Enlistment. Seen Additional Guidance for practice scenarios available from the YNSMS web site.	

Additional Notes Page

Deductible Time for Expiration of Enlistment A.5.05-D,continued

Additional Guidance

[Practice scenarios](#) for computing Deductible Time for Expiration of Enlistment can be found on the [YNSMS](#) web site's [Resources Online](#) page.

Section completion verification

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off

Once you've completed the entire A.5.05 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Deductible Time for Date of Rank A.5.05-E

Performance Qualification Calculate deductible time for Date of Rank.

References [Personnel and Pay Procedures Manual, Appendix C](#)
[CG Pay Manual, Chap 2](#)

Knowledge/Skill	Supervisor's Comments/Direction
Given a scenario, calculate deductible time for Date of Rank. See Additional Guidance for practice scenarios from the YNSMS web site.	

Additional Notes Page

Deductible Time for Date of Rank A.5.05-E, continued

Additional Guidance [Practice scenarios](#) for computing Deductible Time for Date of Rank can be found on the [YNSMS](#) web site's [Resources Online](#) page.

Section completion verification Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off Once you've completed the entire A.5.05 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Deductible Time for Leave Loss & Balances A.5.05-F/G

Performance Calculate deductible time for Leave Loss.
Qualification

References [Personnel Manual Chap 7-A](#)

Knowledge/Skill	Member's Narrative
Show how much leave credit should be deducted to account for deductible time periods ranging from 01 to 31 days.	

Deductible Time for Leave Loss & Balances A.5.05-F/G, continued

Knowledge/Skill	Supervisor's Comments/Direction
Given a scenario, calculate deductible time for Leave. See Additional Guidance for a step-action procedure workbook for computing Leave deduction.	

Additional Notes Page

Deductible Time for Leave Loss & Balances A.5.05-F/G, continued

Additional Guidance A step-action [procedure workbook](#) for computing leave deduction can be found on the [YNSMS](#) web site's [Resources Online](#) page.

Section completion verification Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off Once you've completed the entire A.5.05 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Deductible Time for Sea Time A.5.05-H

Performance Calculate deductible time for Sea Time.
Qualification

References [Personnel and Pay Procedures Manual, Appendix C](#)

Knowledge/Skill	Supervisor's Comments/Direction
Given a scenario, calculate deductible time for Sea Time. See Additional Guidance for practice scenarios from the YNSMS web site.	

Additional Notes Page

Deductible Time for Sea Time A.5.05-H, continued

Additional Guidance [Practice scenarios](#) for computing Deductible Time for Sea Time can be found on the [YNSMS](#) web site's [Resources Online](#) page.

Section completion verification Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off Once you've completed the entire A.5.05 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Additional Notes Page

Temporary Duty/Permanent Change of Station B.5.01-A

Performance Qualification Counsel member on policies and procedures concerning types of travel orders, entitlements, and options for Temporary Duty/Permanent Change of Station (TEMDU/PCS).

References [Personnel Manual, Chap 4.G](#)
[Personnel and Pay Procedures Manual, Chap 2.A, Encl \(1\)](#)
[Joint Federal Travel Regulations \(JFTR\)](#) , Chap 4 & 5
CG Supplement to the JFTR, Chap 5

Knowledge/Skill	Member's Narrative
Explain the difference between TEMDU/PCS and PCS.	

Temporary Duty/Permanent Change of Station B.5.01-A, continued

Knowledge/Skill	Member's Narrative
List the dependent travel entitlements that are authorized under TEMDU/PCS orders.	

Temporary Duty/Permanent Change of Station B.5.01-A, continued

Knowledge/Skill	Member's Narrative
In regards to TEMDU/PCS, what effect does MALT PLUS have on per diem?	

Temporary Duty/Permanent Change of Station B.5.01-A, continued

Knowledge/Skill	Member's Narrative
<p>In regards to TEMDU/PCS, describe its possible effects on the following entitlements:</p> <ul style="list-style-type: none">• Subsistence• FSA• Household Goods• Storage	

Temporary Duty/Permanent Change of Station B.5.01-A, continued

Knowledge/Skill	Member's Narrative
<p>In regards to TEMDU/PCS, describe its possible effects on the following entitlements:</p> <ul style="list-style-type: none">• Subsistence• FSA• Household Goods• Storage <p>(continued)</p>	

Additional Notes Page

Temporary Duty/Permanent Change of Station B.5.01-A, continued

Additional Guidance

TEM DU/PCS orders are most common when members must attend pipeline training en route to their new PDS. Remember certain PCS entitlements such as DLA are only authorized once in conjunction with PCS orders.

Section completion verification

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisors' name/signature	Unit	Date

Performance Qualification Sign Off

Once you've completed the entire B.5.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Permanent Change of Station B.5.01-B

Performance Counsel member on policies and procedures concerning types of
Qualification travel orders, entitlements, and options for Permanent Change of
Station (PCS).

References [Personnel Manual, Chap 4](#)
[Personnel and Pay Procedures Manual, Chap 2.A, Encl \(1\)](#)
[Joint Federal Travel Regulations \(JFTR\)](#) , Chap 5, Appendix A
CG Supplement to the JFTR, Chap 5

Knowledge/Skill	Member's Narrative
List the assignment priorities considered in selecting rated personnel for assignments.	

Permanent Change of Station B.5.01-B, continued

Knowledge/Skill	Member's Narrative
What is the Obligated Service for Assignment for members with under/over 6 years of service?	

Permanent Change of Station B.5.01-B, continued

Knowledge/Skill	Member's Narrative
List the criteria a member must meet in order to be eligible to transfer under Mutual Exchange of Station.	

Permanent Change of Station B.5.01-B, continued

Knowledge/Skill	Member's Narrative
How does a Unilateral Change of Station differ from a Mutual Exchange of Station?	
List the travel entitlements a member on Mutual Exchange of Station or Unilateral Change of Station will receive.	

Permanent Change of Station B.5.01-B, continued

Knowledge/Skill	Member's Narrative
What is meant by the term " Effective date of Orders " and how does it effect dependent travel entitlements?	

Permanent Change of Station B.5.01-B, continued

Knowledge/Skill	Member's Narrative
What is the purpose of "Proceed Time"?	

Permanent Change of Station B.5.01-B, continued

Knowledge/Skill	Member's Narrative
List the criteria a member must meet in order to be eligible for Proceed Time.	

Permanent Change of Station B.5.01-B, continued

Knowledge/Skill	Member's Narrative
How do you determine the amount of leave to charge when only leave is authorized en route?	
Using the "Command Checklist for Overseas Transfer", list 10 or more potential problems that need to be identified to determine fitness for overseas transfer.	

Permanent Change of Station B.5.01-B, continued

Knowledge/Skill	Member's Narrative
<p>Using the "Command Checklist for Overseas Transfer", list 10 or more potential problems that need to be identified to determine fitness for overseas transfer.</p> <p>(continued)</p>	

Permanent Change of Station B.5.01-B, continued

Knowledge/Skill	Member's Narrative
Describe the difference between an "Accompanied" tour and an "All Others" tour. How does electing one over other effect length of tour and PCS entitlements?	

Permanent Change of Station B.5.01-B, continued

Knowledge/Skill	Member's Narrative
<p>Describe the difference between an "Accompanied" tour and an "All Others" tour. How does electing one over the other effect length of tour and PCS entitlements?</p> <p>(continued)</p>	

Permanent Change of Station B.5.01-B, continued

Knowledge/Skill	Member's Narrative
What PCS entitlement options does a member with dependents have when in assigned to an Unusually Arduous Sea Duty unit?	

Permanent Change of Station B.5.01-B, continued

Knowledge/Skill	Member's Narrative
Which CG vessel classes are considered Unusually Arduous Sea Duty vessels?	

Additional Notes Page

Permanent Change of Station B.5.01-B, continued

Additional Guidance

- PCS entitlements and options are subject to change. Always refer to the appropriate directives to ensure that you counsel a member correctly.
 - Always use the PCS Departing/Reporting Checklist in the 3PM to ensure that all necessary steps are preformed.
 - Although the PCS Entitlements Worksheet covers the more basic entitlements, no one form can cover all contingencies. You are the specialist in this field. Ensure each member is aware of possible entitlements/options they might not be aware of or may have overlooked.
 - Take special care when dealing with overseas transfers.
-

Section completion verification

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off

Once you've completed the entire B.5.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Class "A" School B.5.01-C

Performance Qualification Counsel member on policies and procedures concerning types of travel orders, entitlements, and options for Class "A" School.

References [Policies and Procedures Concerning Travel Orders to Class "A" School of Less Than 20 Weeks](#), COMDINST 4600.15
[Personnel Manual, Chap 4.C.4](#)
[Personnel and Pay Procedures Manual, Chap 2.A, 2.B, & Encl \(1\) CGHSIC-2001](#)

Knowledge/Skill	Member's Narrative
<p>List the effect on the following entitlements when issued PCS/TEMDU orders to an "A" school of less than 20 weeks.</p> <ul style="list-style-type: none">• Member's travel entitlements• Dependent's travel entitlements• Household Goods• POV shipment• Subsistence• Career Sea Time• Basic Allowance for Housing	

Class "A" School B.5.01-C, continued

Knowledge/Skill	Member's Narrative
<p>List the effect on the following entitlements when issued PCS/TEM DU order to an "A" school of less than 20 weeks.</p> <ul style="list-style-type: none">• Member's travel entitlements• Dependent's travel entitlements• Household Goods• POV shipment• Subsistence• Career Sea Time• Basic Allowance for Housing <p>(continued)</p>	

Class "A" School B.5.01-C, continued

Knowledge/Skill	Member's Narrative
<p data-bbox="232 363 591 573">List the effect on the following entitlements when issued TDY orders to an "A" school of less than 20 weeks</p> <ul data-bbox="232 632 558 940" style="list-style-type: none"><li data-bbox="232 632 521 709">• Member's travel entitlements<li data-bbox="232 720 558 798">• Dependent's travel entitlements<li data-bbox="232 808 558 846">• Household Goods<li data-bbox="232 856 461 894">• Subsistence<li data-bbox="232 905 529 940">• Career Sea Time	

Class "A" School B.5.01-C, continued

Knowledge/Skill	Member's Narrative
<p>List the effect on the following entitlements when issued TDY order to an "A" school of less than 20 weeks.</p> <ul style="list-style-type: none">• Member's travel entitlements• Dependent's travel entitlements• Household Goods• Subsistence• Career Sea Time <p>(continued)</p>	

Additional Notes Page

Class "A" School B.5.01-C, continued

Additional Guidance

- PCS entitlements and options are subject to change. Always refer to the appropriate directives to ensure that you counsel a member correctly.
 - Always use the PCS Departing/Reporting Checklist in the 3PM to ensure that all necessary steps are preformed.
 - Although the PCS Entitlements Worksheet covers the more basic entitlements no one form can cover all contingencies. You are the specialist in this field. Ensure each member is aware of possible entitlements/options they might not be aware of or may have overlooked.
 - Take special care when dealing with overseas transfers.
-

Section completion verification

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off

Once you've completed the entire B.5.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Unit Correspondence Files C.5.01

Performance Maintain unit correspondence files.
Qualification

References [Standard Subject Identification Codes \(SSIC\) Manual](#)
[Paperwork Management Manual](#)

Knowledge/Skill	Member's Narrative
How long should general correspondence files be maintained in the unit files? What is the disposition?	
Under what Major Subject Group SSIC (i.e. Military Personnel - 1000 - 1999) should the following subjects be filed? <ul style="list-style-type: none">• Operations• Dentistry• Family Housing• CG Missions• Military Pay• Ammunition• Training• Supply material• Military Justice• Hull Structure• Uniforms• Civilian Employment	

Unit Correspondence Files C.5.01, Continued

Knowledge/Skill	Supervisor's Comments/Direction
File unit correspondence as directed by your supervisor.	

Additional Notes Page

Unit Correspondence Files C.5.01, Continued

Additional Guidance

At times, incoming correspondence does not have an SSIC assigned. Example - a business letter from a non Coast Guard unit. Be sure to file such correspondence in accordance with its subject matter.

Section completion verification

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off

Once you've completed the C.5.01 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Instruction C.5.02-A

Performance Prepare an Instruction
Qualification

References [Coast Guard Directives System](#)
[Standard Subject Identification Codes \(SSIC\) Manual](#)

Knowledge/Skill	Member's Narrative
How does an Instruction differ from a Notice?	
What kind of Instruction is a Manual?	

Instruction C.5.02-A, Continued

Knowledge/Skill	Member's Narrative
List the "Paragraph Sequence" for an Instruction, and briefly describe the purpose of each paragraph.	

Instruction C.5.02-A, Continued

Knowledge/Skill	Member's Narrative
How often should an Instruction be reviewed?	
<p data-bbox="228 590 581 800">If the following Instructions were to be revised, what would be their new SSIC numbers?</p> <ul data-bbox="228 856 500 1115" style="list-style-type: none"><li data-bbox="228 856 500 940">• COMDTINST 1070.10C<li data-bbox="228 947 500 1031">• COMDTINST 7220.1A<li data-bbox="228 1037 500 1115">• COMDTINST 7220.33	
How are continuation pages of an Instruction identified?	

Instruction C.5.02-A, Continued

Knowledge/Skill	Member's Narrative
How are enclosures of an Instruction identified?	
Using a scenario provided by your supervisor, prepare an Instruction.	Supervisor's Comments/Direction

Additional Notes Page

Instruction C.5.02-A, Continued

Additional Guidance

The Coast Guard Directives System vice Correspondence Manual is used to prepare directives. Be sure to follow proper clearance methods prior to issuing an Instruction.

Section completion verification

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

Performance Qualification Sign Off

Once you've completed the entire C.5.02 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Notice C.5.02-B

Performance Prepare a Notice
Qualification

References [Coast Guard Directives System](#)
[Standard Subject Identification Codes \(SSIC\) Manual](#)

Knowledge/Skill	Member's Narrative
What is the purpose and duration of a Notice?	
Where should the "Cancellation Date" be located on a Notice?	

Knowledge/Skill	Member's Narrative
<p>Indicate the appropriate SSIC for Notices with the following subject matter:</p> <ul style="list-style-type: none"> Personnel Inspections Sports and Recreation Change of Command Personnel Awards 	

Notice C.5.02-B, Continued

Knowledge/Skill	Supervisor's Comments/Direction
Using a scenario provided by your supervisor, prepare a Notice.	

Additional Notes Page

Notice C.5.02-B, Continued

**Additional
Guidance**

The Coast Guard Directives System vice Correspondence Manual is used to prepare directives. Be sure to follow proper clearance methods prior to issuing a Notice.

**Section
completion
verification**

Completion of performance qualifications usually happens over time, and with the assistance of various supervisors. Have the person verifying completion of this portion of this qual fill in the below verification block.

Supervisor's name/signature	Unit	Date

**Performance
Qualification
Sign Off**

Once you've completed the entire C.5.02 qual, have your supervisor complete the appropriate sections of the Record of Performance Qualifications (CG-3303C-23) provided at the end of this handbook. Upon completion of the Record of Performance Qualifications (CG-3303C-23), it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Additional Notes Page

Summary

Closing Statement

Once you have finished all elements in this handbook, insure that all appropriate areas of the Record of Performance Qualifications (CG-3303C-23) are completed. Upon completion of the Record of Performance Qualifications (CG-3303C-23) it must be detached and forwarded through proper administrative channels prior to the completion cut-off dates to ensure eligibility for the Service Wide Exam.

Completion of Quals Test COQT

Make sure that your name is on the cover. Retain this handbook and use it as a study guide. You will be allowed to bring this handbook to your COQT. **The COQT questions will follow a multiple-choice format, which will test you on the basic points of knowledge covered in this handbook.** You must receive a score of 90 percent on the COQT in order to be eligible for participation in the Service Wide Exam.

Comment Form

Purpose

This form is designed to allow you a way to help improve this handbook. Please pass on your comments to the YNSMS either by mailing this form, e-mail, or a phone call. With your help we can better align the field's needs with available training.

Spelling Errors

List any spelling errors/omissions by section letter and page number (i.e. A-3)

[illegible]

Unclear Material

Were there any areas of this handbook that were confusing and/or hard to understand? If so, please list the page number(s) and topic. Tell us what made it hard to understand along with any suggestions for improvement.

[illegible]

DEPARTMENT OF
TRANSPORTATION
U.S. COAST GUARD
CG-3303C-23 (Rev. 05-01)

RECORD OF PERFORMANCE QUALIFICATIONS YN

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual (COMDTINST M1414.8, series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications assigned to their rating. Qualifications previously demonstrated, dated and initialed off will not be recertified.

RATING

YEOMAN (Effective for the NOV 2002 SWE).

ABBREVIATION

YN

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL**E-4****E-5****E-6****E-7****E-8****E-9****NAME** (*Last, First, Middle Initial*)**SOCIAL SECURITY NUMBER**

SIGNATURE OF SUPERVISOR				
DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

RATING: Yeoman (YN)	INIT	DATE
<p>PERFORMANCE QUALIFICATIONS FOR ADVANCEMENT</p> <p>A. Pay and Personnel</p> <p>4.01 Counsel members on policies and procedures associated with the following:</p> <ul style="list-style-type: none"> A. Leave B. Bonds and Allotments C. Payment Option Election (POE) D. Family Member Dental Plan (Active/Reserve) E. Emergency Data F. Servicemember's Group Life Insurance Election <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Pay Manual, COMDTINST M7220.29 (Series) Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (Series) CG Personnel Manual COMDTINST M1000.6 (Series)</p> <p>4.02 Maintain the Military Personnel Data Record (PDR)</p> <p>In accordance with:</p> <p>Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (Series)</p> <p>4.03 Calculate the following:</p> <ul style="list-style-type: none"> A. Creditable Service B. Active Duty Base Date C. Pay Base Date D. Expiration of Enlistment E. Date of Rank F. Leave loss G. Leave balance H. Sea time <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Personnel Manual, COMDTINST M1000.6 (Series) CG Pay Manual, COMDTINST M7220.29 (Series)</p>		
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<p>4.04 Counsel members on policies and procedures associated with the following Expiration of Enlistment options:</p> <ul style="list-style-type: none"> A. Extension of Enlistment B. Reextension of Enlistment C. Reenlistment D. Retention <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p> <p>4.05 Using the Leave and Earnings Statement (LES), determine the cause of Pay and Allowance variations and counsel member:</p> <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Pay Manual, COMDTINST M7220.29 (Series) Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (Series)</p> <p>4.06 Maintain the integrity and security of personnel data stored in electronic or paper form from unauthorized release or disclosure:</p> <p>In accordance with:</p> <p>Military Personnel Data Records (PDR) System, COMDINST M1080.10 (Series) Privacy and Freedom of Information Acts Manual, COMDTINST M5260.2 (Series)</p> <p>4.07 Counsel member on policies and perform the procedures to resolve the following:</p> <ul style="list-style-type: none"> A. Non-receipt of pay B. Lost or missing savings bonds <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Pay Manual, COMDTINST M7220.29 (Series)</p>		
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<p>4.08 Counsel members on eligibility entitlements and procedures associated with the following allowances:</p> <ul style="list-style-type: none"> A. Housing B. Subsistence C. Family Separation D. Cost of Living <p>In accordance with:</p> <p>CG Pay Manual, COMDTINST M7220.29 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) Joint Federal Travel Regulations (JFTR)</p> <p>5.01 Counsel members on eligibility entitlements and procedures associated with the following special pay entitlements:</p> <ul style="list-style-type: none"> A. Career Sea Pay B. Career Sea Pay Premium C. Hostile Fire or Imminent Danger Pay D. Hardship Duty Pay for Location (HDP-Location) E. Special Duty Assignment Pay (SDAP) <p>In accordance with:</p> <p>CG Pay Manual, COMDTINST M7220.29 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) Special Duty Assignment Pay, COMDTINST 1430.10 (Series)</p> <p>5.02 Complete the necessary documentation for the following:</p> <ul style="list-style-type: none"> A. Unauthorized Absence B. Civil Arrest/Conviction C. NJP proceedings <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Military Justice Manual, COMDTINST M5810.1 (Series) CG Military Personnel Security Program Manual, COMDTINST M5520.12 (Series)</p>		
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5.03	<p>Calculate and counsel members on the following bonuses:</p> <p>A. Selective Reserve Enlisted Bonus B. Active Duty Reenlistment Bonus</p> <p>In accordance with:</p> <p>Reenlistment Bonus Programs Administration, COMDTINST 7220.33 (Series) CG Pay Manual, COMDTINST M7220.29 (Series) Selected Reserve (SELRES) Enlisted Bonus Programs, COMDTINST 7220.1 (Series)</p>		
5.04	<p>Counsel member on eligibility, entitlements and procedures for obtaining the following Armed Forces Identification Cards:</p> <p>A. Active Duty B. Dependent C. Selective Reserve D. Retired</p> <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Personnel Manual, COMDTINST M1000.6 (Series)</p>		
5.05	<p>Calculate deductible time for the following:</p> <p>A. Creditable Service B. Active Duty Base Date C. Pay Base Date D. Expiration of Enlistment E. Date of Rank F. Leave loss G. Leave balance H. Sea time</p> <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Personnel Manual, COMDTINST M1000.6 (Series) CG Pay Manual, COMDTINST M7220.29 (Series)</p>		
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<p>6.01 Counsel member on policies and procedures and assist in the Preparation of a request for humanitarian assignment:</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series)</p> <p>6.02 Counsel member on policies and procedures associated with the following separations:</p> <p>A. Retirement B. Discharge C. RELAD</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) Certificate of Release or Discharge from Active Duty, DD Form 214, Instruction for preparation and distribution, COMDTINST M1900.4 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p> <p>6.03 Counsel and assist member in preparing request for the following:</p> <p>A. Remission of Indebtedness B. Waiver of Indebtedness</p> <p>In accordance with:</p> <p>Personnel and Pay Procedure Manual, HRSICINST M1000.2 (Series) CG Pay Manual, COMDTINST M7220.29 (Series)</p> <p>6.04 Counsel members on eligibility, entitlements and procedures for the following pay entitlements:</p> <p>A. Aviation Career Incentive Pay (ACIP) B. Hazardous Duty Incentive Pay (HDIP) C. Flight Deck Hazardous Duty Incentive Pay (FDHDIP)</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p>		
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RATING Yeoman (YN)		INIT	DATE
6.05	<p>Counsel member on entitlement, recoupment, and election procedures for the Career Status Bonus (CSB)</p> <p>In accordance with:</p> <p>ALCOAST 190/01 CG Personnel Manual, COMDTINST M1000.6 (Series) CG Pay Manual, COMDTINST M7220.29 (Series)</p>		
7.01	<p>Counsel member and calculate Annuities and Premiums for the Survivor Benefit Plan (SBP)</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p>		
7.02	<p>Prepare Administrative Discharge Recommendations</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) CG Reserve Policy Manual, COMDTINST M1001.28 (Series)</p>		
B. Travel and Transportation			
4.01	<p>Determine eligibility, calculate and counsel members on the following PCS entitlements:</p> <p>A. Advance Pay B. Advance Pay and Allowances C. Dislocation Allowance (DLA) D. Temporary Lodging Expense (TLE) E. MALT and Per Diem F. Temporary Lodging Allowance (TLA)</p> <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (Series) CG Pay Manual, COMDTINST M7220.29 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p>		
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<p>4.02 Counsel member on policies and procedures concerning types of travel orders, entitlements, and options for the following reserve orders:</p> <p>A. IDT single B. IDT multiple C. IDT Appropriate duty D. ADSW-AC E. ADSW-RC F. ADT</p> <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (Series) CG Pay Manual, COMDTINST M7220.29 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Personnel Manual, COMDTINST M1000.6 (Series) CG Reserve Policy Manual, COMDTINST M1001.28 (Series)</p> <p>4.03 Counsel member on policies, procedures, entitlements, and options for TAD (TDY) orders, and prepare the same.</p> <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (Series) CG Pay Manual, COMDTINST M7220.29 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Personnel Manual, COMDTINST M1000.6 (Series)</p> <p>4.04 Demonstrate the ability to Navigate CG Human Resources Management System (CGHRMS) panels/pages, then extract information from the "Airport Terminal" regarding TDY and PCS orders and forward it via e-mail or message traffic:</p> <p>In accordance with:</p> <p>Online CGHRMS documentation at HRSIC's web site.</p>		
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<p>5.01 Counsel member on policies and procedures concerning types of travel orders, entitlements, and options for the following:</p> <ul style="list-style-type: none"> A. TEMDU/PCS B. PCS C. Class "A" School <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (Series) Policies and Procedures Concerning Travel Orders to Class "A" Schools of Less than 20 weeks, COMDTINST 4600.15 (Series) CG Personnel Manual, COMDTINST M1000.6 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p> <p>6.01 Counsel member on policies and procedures associated with the following:</p> <ul style="list-style-type: none"> A. Storage entitlements B. Self-Procured Method of Transportation C. Shipment of privately owned vehicle (POV) D. Unaccompanied baggage E. Household goods (HHG) <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) Personnel Property Transportation Manual, COMDTINST M4050.6 (Series) CG Supplement to the JFTR, COMDTINST M4600.17 (Series)</p>		
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<p>C. Administration</p> <p>4.01 Prepare the following correspondence:</p> <ul style="list-style-type: none"> A. Coast Guard letter B. Business letter C. Rapidraft letter D. Memorandum E. Separate page endorsement <p>In accordance with:</p> <p>Correspondence Manual, COMDTINST M5216.4 (Series) Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (Series) Standard Distribution List, COMDTNOTE 5605 Correspondence Standards, COMDTINST 5216.17 (Series)</p> <p>4.02 Maintain a directives library to include the following:</p> <ul style="list-style-type: none"> A. Enter changes to directives B. File directives C. Order directives D. Request allowance changes <p>In accordance with:</p> <p>The Coast Guard Directives System, COMDTINST M5215.6 (Series) Paperwork Management Manual, COMDTINST M5212.12 (Series) Directives, Publications & Reports Index (DPRI), COMDTNOTE 5600</p> <p>4.03 Demonstrate the ability to touch type a five-minute timed writing of at least 20 net words per minute, with no more than one error in accordance with:</p> <p>Enlisted Qualifications Manual, COMDTINST M1414.8 (Series)</p> <p>4.04 Prepare Administrative Remarks (CG-3307) in accordance with:</p> <p>Preparation and Submission of Administrative Remarks, COMDTINST 1000.14 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)</p>		
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<p>5.01 Maintain unit correspondence files in accordance with:</p> <p>Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (Series) Paperwork Management Manual, COMDTINST M5212.12 (Series)</p> <p>5.02 Prepare the following directives:</p> <p>A. Instruction B. Notice</p> <p>In accordance with:</p> <p>The Coast Guard Directives System, COMDTINST M5215.6 (Series) Standard Subject Identification Code (SSIC), COMDTINST M5210.5 (Series)</p> <p>7.01 Counsel members and assist in the preparation of the following applications:</p> <p>A. Personnel Records Review Board Request B. Board of Correction for Military Records</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) Personnel Records Review Board, COMDTINST 1070.10 (Series)</p> <p>7.02 Apply the writing standards (short paragraphs, topic sentences, etc.) in the CG Correspondence Manual, COMDTINST M5216.4 (Series) to draft the following:</p> <p>A. Correspondence B. Administrative Remarks (CG-3307)</p> <p>8.01 Draft the following using writing standards (short paragraphs, topic sentences, etc.) in the CG Correspondence Manual, COMDTINST M5216.4 (Series):</p> <p>A. Instructions B. Notices</p>		
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<p>9.01 Review the YN Performance Qualifications for accuracy and applicability against current policies and procedures. Submit written recommendations for changes to the Yeoman Force Manager.</p> <p>(Note: If no changes are recommended, notification to the Force Manager is not needed).</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	